

# State of Connecticut JOB POSTING

## Teachers' Retirement Board JOB OPPORTUNITY Fiscal/Administrative Manager 1

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Current Exam List Candidates; State employees who currently hold or previously attained permanent status  
**Location:** 765 Asylum Avenue, Hartford, CT  
**Job Posting No:** 35332  
**Hours:** Full Time, 40 hours/week  
**Salary:** MP66 \$90,282 – \$123,104 annually  
**Closing Date:** April 20, 2015

**Eligibility Requirement:** Candidates must have applied for and passed the Fiscal/Administrative Manager 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**The preferred candidate will have demonstrated experience in the following:**

- Fiscal administration of employee benefits;
- Internal Revenue Service and CT Dept. of Revenue Services pension and income tax withholding reporting requirements;
- CORE-CT (PeopleSoft/Oracle) procurement and financial modules and developing ERP reports;
- Intermediate or advance level of experience with Microsoft Excel, Access, Word and Outlook;
- Developing and preparing requests for proposals and bidding documents;
- State, municipal and federal accounting, budgeting, reporting and auditing processes;
- Ability to work on multiple projects simultaneously
- Demonstrates high level of integrity and dependability with a strong sense of urgency and results-orientation

**Examples of Duties:** Directs staff and operations of fiscal/administrative office; coordinates, plans and manages activities; formulates program goals and objectives; develops or assists in development of related policy; interprets and administers pertinent laws; evaluates staff; maintains contacts with individuals both within and outside of unit who might impact on program activities; coordinates fiscal management functions including budget preparation and management, accounting and financial reporting and analysis; assists in planning and implementation of financial aspects of EDP systems; utilizes EDP systems for financial records, reports and analyses; prepares programmatic fiscal/administrative analysis and impact statements on proposed regulations and legislation; directs and coordinates a variety of administrative functions such as grant administration, personnel, payroll, purchasing and contract administration; performs related duties as required.

**Knowledge, Skills and Abilities:** Considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of and ability to apply management principles and techniques; knowledge of principles and procedures of personnel, payroll, purchasing, grant administration and contract administration; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to understand and apply relevant state and federal laws, statutes and regulations; considerable ability in preparation and analysis of financial and statistical reports; ability to analyze budgetary and related problems; ability to utilize EDP systems for financial management.

**Note:** Filling this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter describing your interest and suitability for the position, resume, and Application for Employment (CT-HR-12) [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) via fax or email to:

Deborah Hearl, Human Resources Specialist  
Dept. of Administrative Services/SmART  
165 Capitol Avenue, 5 East, Hartford, CT 06106  
Confidential Fax: (860) 622-2873 or  
Email to [DAS.HR.SMART@ct.gov](mailto:DAS.HR.SMART@ct.gov)  
Subject line **MUST** include: FAM1 35332 and your last name.

Please note: due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications.

### AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.